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Courtesy and Special Events Essence Notes

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Meeting Minutes

Subject	Courtesy/ Special Events Work Team Meeting	Date	June 22, 2016	
Facilitator	Bede Mitchell, Deb Bever, and Krystal King	Time	3:30 p.m.	
Location	Room 1300	Scribe	Deb Bever and Alva Wilbanks	
Members Attended	Deb Bever, Savitri Jayaraman, Beth Russell, Alva Wilbanks, Jessica Williams, Sue Murray, Krystal King			
Non-members Attended	Dontonio Thomas, DeVante Scott, Kim Hall, Peggy Lee, Jessica Minihan, Kyle Herman, Clement Lau, Daricus Larry, Chelsea Faircloth			
Others	Bede Mitchell			
Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
1.	Call to Order	Bede Mitchell called the meeting to order at 3:35 p.m. in Room 1300		
2.	Approval of Minutes	No recent minutes were available for approval.		
3.	New Business			
		Bede Mitchell opened by briefly reviewing the committee charge with the group. Highlighting the following: a. Indicated the importance of having a representative member from each department. b. The Committee/Work Team is open to the library and anyone may attend meetings. c. Suggested that members can join at any time and can be ongoing. d. The Coordinator/Chair is to be selected by team members for a specified time and can be renewed by approval. Members can rotate off if they wish.		

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
	New Business	Election of new chair: Krystal King was nominated with no nominations received from the floor. The Team unanimously voted and approved Krystal as the new chair for next year.	Work Team Members	Done
4.	New Business (cont'd) Membership	Krystal King took charge of the meeting at this point. The current members were announced and Deb recorded those wishing to continue their membership, as well as, those interested in being new members. The members for the 2016/2017 year are listed below: <ul style="list-style-type: none"> • Krystal King – CRS – Chair • Dontonio Thomas – Access • Jessica Williams – Access • Kim Hall – Access • Peggy Lee – Access • DeVante Scott –Access/CRS • Jessica Minihan – CRS • Daricus Larry – CRS • Beth Russell – CRS • Sue Murray – CRS • Alva Wilbanks – Admin • Savitri Jayaraman – Systems • Kyle Herman – Systems Clement Lau noted the lack of representation from ISD. The department will be contacted and a representative identified. UPDATE: After the meeting Kay Coates agreed to attend and has been approved as a member.	Work Team Members	Done

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
5.	New Business – cont'd. Finances/Banking Information	<p>Monetary Funds:</p> <p>Account: Krystal reviewed the financial flowchart; a brief discussion ensued regarding the current Business Bank Account and transferring to a Foundation Account. Alva briefly discussed how reimbursement works with the Foundation. Bede is going to draft a memo to library employees describing the benefits of running personal donations through such a tax deductible account. In addition to tax deductions, it also provides more options for individuals to make their dues donation: per pay period, monthly, or once a year. It was discussed this may increase contributions that have been continuously falling; reaching less than 20% last year. The committee voted and unanimously agreed that the current bank account be transferred to a GSU Foundation Account. Effective July, the current Business Account will be terminated and its funds transferred into a GSU Foundation Account. September will be the Library wide pitch to advertise the Foundation change and recruit contributions during "A Day for Southern" for the Courtesy Committee.</p>		<p>Ongoing</p> <p>Account: July2016</p>

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
		Dues and Budget: Briefly discussed budget amounts being set for each activity; Deb Bever mentioned the budget for past breaks: \$35 for small breaks, \$70 for showers/retirements, and bereavement flowers around \$45.00. It was suggested that the committee establish the year's priorities and goals in order to establish a budget and arrive at a reasonable dues amount that would support the budget. It is understood that based on dues received goals may need to be revised. The previous dues contribution of \$12.00 was approved for this year, unless another contribution amount seems more reasonable to support the budget once transfers have taken place. Final budget amounts should be finalized at next meeting.		Dues: September 2016 Budget: Next Meeting

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
6.	New Business – cont'd. Other	<p>Materials: Krystal reported that she and Deb have completed an inventory of items the Courtesy Committee has in the break room and ARC bins; list was distributed. It was concluded that some of the decorations can be used for departmental events, if signed out in order to track its location.</p> <p>Volunteers: Having sign-in sheets and/or rotating a few members per month was discussed for set-up/tear-down of events. Further details will be made on the outcome at a later date.</p> <p>Fundraisers: Discussed the current University policies regarding fundraisers. It was noted that fundraisers must contribute to educational goals. Fundraising will be directed to the Public Relations and Outreach Committee.</p>		<p>Ongoing</p> <p>Next Meeting</p> <p>Next Meeting</p>
7.	New Business – cont'd. Tentative Schedule	<p>The monthly break calendar was reviewed. The August break (breakfast) will be in conjunction with library convocation on August 10th, 2016. Krystal will survey the group and the admin department regarding other dates to make sure they are available. A monthly meeting schedule will be established.</p> <p>The team discussed having bigger breaks during holidays: Halloween, Christmas, etc. They also discussed having a "picture of</p>		Within the next month

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
		<p>your pet in costume” contest in addition to the typical costume contest; noting that funding for prizes is the determining factor.</p> <p>Other special events and/or games will be surveyed and used to complete a list of activities.</p>		
8.	New Business – cont’d. Retirement, Bereavements, flowers, and cards	Briefly discussed cards; Jessica Williams agreed to continue being the card facilitator. She asked everyone to remember to let her know when people are sick or in need of a card. Bede mentioned that retirement parties fall under departmental duties; however, we may decide to assist or provide the service. Bereavement/flowers will be taken care of by Admin unless otherwise indicated.		
9.	Other	Krystal will compile a memo that will detail the purpose, duties and responsibility of the courtesy committee so that all employees are aware of what the committee does. This will be discussed at the next meeting.		Next Meeting
10.	Adjournment	The meeting was adjourned at 4:30 p.m.		
<hr/> Krystal King Chair		<hr/> Bede Mitchell Reviewer		